

*banon Valley :--: Elizabethtown*

# *College Extension Center*

51

1952

*Harrisburg, Pennsylvania*



LEBANON VALLEY — ELIZABETHTOWN

# College Extension Center

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## *Catalogue*



Announcement of Courses  
for  
1951 — 1952

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Volume 1

August 1951

No. 1

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HARRISBURG, PENNSYLVANIA

# COLLEGE EXTENSION CENTER

## CALENDAR

1951 - 1952

### First Semester

Registration .....	September 17, 1951
Classes begin .....	September 18, 1951
Examinations .....	January 21-25, 1952

### Second Semester

Registration .....	January 28, 1952
Classes begin .....	January 29, 1952
Examinations .....	May 26-30, 1952

## LOCATION

The College Extension Center is located at Harrisburg, the capital city of Pennsylvania. Classes will be held in the Central School Building, on Capitol and Forster Streets.

Lebanon Valley College is situated twenty miles east of Harrisburg, in Annville, Lebanon County. Elizabethtown College is located in the town of the same name, in the northern part of Lancaster County and also twenty miles from Harrisburg. The Center in Harrisburg is in a densely populated section of the state, equi-distant from each campus. Public transportation is available from the neighboring communities.

## STATEMENT OF AIMS

The Lebanon Valley - Elizabethtown College Extension Center offers a curriculum designed to meet the vocational and cultural needs of residents of the central Pennsylvania area.

The Center will present opportunities for educational advancement to those whose regular employment allows them to attend classes only in the evening.

Course offerings will be chosen from the catalogues of both colleges, thus making it possible to transfer credits to either institution when this is desired; also, credits may be transferred to other institutions according to their established regulations. The program offered, therefore, has been planned to serve the needs of those wishing to earn college degrees as well as those pursuing courses for vocational or cultural benefit alone.

The teaching staff for the Center will be composed of faculty members from Lebanon Valley and Elizabethtown Colleges.

## OFFICERS OF ADMINISTRATION

### LEBANON VALLEY COLLEGE

Frederic K. Miller, A.B., A.M., Ph.D. . . . . President  
A. H. M. Stonecipher, B.A., M.A., Ph.D. . . . Dean of the College  
Claude R. Donmoyer, B.S., in Eco. . . . Treasurer, Business Manager

### ELIZABETHTOWN COLLEGE

A C. Baugher, A.B., B.S., M.S., Ph.D., LL.D. . . . . President  
Henry G. Bucher, A.B., Ed.M., Ed.D. . . . . Dean of the College  
K. Ezra Bucher, B.S., M.S. . . . . Treasurer, Business Manager

### COLLEGE EXTENSION CENTER FACULTY

Henry G. Bucher, A.B., Ed.M., Ed.D. . . . . Professor of Education  
K. Ezra Bucher, B.S., M.S. . . . . Asst. Professor of Business Education  
Carl Y. Ehrhart, A.B., B.D. . . . . Professor of Philosophy  
Alex J. Fehr, A.B. . . . . Instructor in Political Science  
Albert L. Gray, Jr., B.S., M.B.A. . . . . Asst. Professor of Business Adm.  
Luella U. Frank, A.M. . . . . Instructor in Languages  
Vera R. Hackman, A.B., A.M. . . . . Associate Professor of English  
Carl E. Heilman, A.B., A.M. . . . . Associate Professor of Mathematics  
Elmer B. Hoover, B.S., M.Ed. . . . . Associate Professor of Education  
and Teacher Training  
Theodore D. Keller, A.B., A.M. . . . . Instructor in English  
Galen C. Kilhefner, B.S., Ed.M. . . . . Associate Professor of Sociology  
and Psychology  
Gilbert D. McKlveen, A.B., Ed.M. . . . . Professor of Education  
Wilhelm Reuning, B.S. M.S. . . . . Assistant Professor of History  
G. A. Richie, A.B., B.D., A.M., D.D. . . . . Professor of Religion  
Ralph Wiest Schlosser, A.B., A.M., Litt.D. . . . Professor of English  
George G. Struble, B.S. in Ed., M.S. in Ed., Ph.D. . . Professor of  
English  
Marvin Wolfgang, A.B., M.A. . . . . Associate Professor of Sociology  
and Political Science

## ACADEMIC STANDING

Lebanon Valley College and Elizabethtown College are fully accredited by the Department of Public Instruction of Pennsylvania and by the Middle States Association of Colleges and Secondary Schools. They are members of the Association of American Colleges and of the American Council on Education, and are on the approved list of the Regents of the University of the State of New York.

## ADMISSIONS

Candidates for admission to the freshman class, matriculating at either Lebanon Valley College or Elizabethtown College, must meet the following minimum requirements:

English .....	4 units
Foreign language (in one language) .....	2 units
Mathematics .....	2 units
Science (laboratory) .....	1 unit
Social studies .....	1 unit
Electives .....	6 units

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Total required ..... 16 units

Candidates whose preparation does not precisely coincide with the foregoing distribution of units may be admitted to the College Extension Center if, in the judgment of the Admissions Committee, they are qualified to do satisfactory college work.

Students who transfer from another institution are required to present evidence of good standing and honorable dismissal.

Those who are interested in the courses offered, but who do not wish to matriculate, may be admitted if they are graduates of an accredited high school or if they hold an equivalency certificate acquired through examination.

## SCHEDULE OF FEES

\*Tuition (per semester hour) .....\$15.00

Registration fee ..... 1.00

Fees are due and payable within 10 days after receipt of the bill.

Remittance may be sent in accordance with instructions on the bill.

\* Auditing fee (per semester hour) \$7.50

## LIMIT OF CREDITS

Teachers in service may carry a maximum of six hours of credit per semester as prescribed by the Pennsylvania State Department of Public Instruction. Other students are permitted a maximum of nine hours of credit per semester. Requests for additional hours of credit will be considered on their individual merits.

## CLASS ENROLLMENT

The minimum number of registrations for a single class shall be eight.

If there is sufficient demand, additional courses may be offered.

## CLASS ABSENCES

Each professor shall determine for each class and for each student when a student's repeated or continued absence from class has jeopardized his class standing with respect to that subject. The professor will then counsel with the student regarding his work. If, after this, the student continues to be absent, the professor may, at his discretion, drop the student's name from his class roll, and the student may reinstate himself only by taking an examination or by giving other evidence, as the professor sees fit to demand, of his ability to continue the course.



# COLLEGE EXTENSION CENTER

## GENERAL INFORMATION

The registration days for the collegiate year 1951-1952 are: First semester, September 17; second semester, January 28.

To expedite the opening of the school year in September, pre-registration by mail is urged. Requests for registration forms and other college publications may be addressed to:

Henry G. Bucher, Dean  
Elizabethtown College  
Elizabethtown, Penna.

or,

D. Clark Carmean  
Director of Admissions  
Lebanon Valley College  
Annville, Pennsylvania

General information about Lebanon Valley and Elizabethtown Colleges may be obtained from the catalogues of each college. Copies of these catalogues will be sent upon request.

## CREDITS

### Grading System

Class standing will be determined three times a year for faculty consideration: nine weeks after the opening of college, and at the end of each semester.

The standing in each course is indicated generally by classification in seven groups, as follows:

**A** (90-100%) signifies that the record of the student is distinguished.

**B** (80-89%) signifies that the record of the student is very good.

**C** (70-79%) signifies that the record is good.

**D** (60-69%) signifies the lowest sustained record.

**F** (Failed) signifies that the student must drop or repeat the subject and cannot be admitted to subjects dependent thereon. If a student fails twice in a course, he may not register for it a third time.

**I** (Incomplete) signifies that work is incomplete, but otherwise satisfactory.

### Withdrawal from Courses

**W** indicates withdrawal from a course any time within the first six weeks of a semester. If, however, a student withdraws after six weeks, the symbol **WP** will be entered if his work is satisfactory, and **WF** if his work is unsatisfactory. The mark **WP** will be considered as without prejudice to the student's standing, but the mark **WF** will be counted as a grade of 50 in averaging grades.

## COLLEGE EXTENSION CENTER

### COURSES OF STUDY

*(All courses are for three hours credit, unless otherwise indicated.)*

- |     |     |  |
|-----|-----|--|
| LVC | EC  |  |
| 32  | 11b | <b>Introduction to Accounting</b> —This course includes a thorough study of the principles of debit and credit; analysis and use of journals and ledger; financial statements; controlling accounts and subsidiary ledgers. Practice set and problems are to be completed for single proprietorship enterprises.   |
| 39  | 35b | <b>Office Management and Control</b> —Scientific management in the office; standardization and standards; fundamentals of office organization; physical facilities; equipment; records and reports; correspondence; filings; personnel relations of office work; managerial control of office output.  |
| —   | 14b | <b>Principles of Economics</b> —This is an introductory course which is designed to acquaint the student with fundamental economic concepts and principles and to show the relationship of economic theory to current economic practices. During the second semester special emphasis is placed upon economic problems arising in agriculture and industry, consumer needs, prices, money and banking, government controls and other economic activities.                                  |
| —   | 37b | <b>Human and Economic Geography</b> —The relation of climate and topography to human activities will be studied. Special attention will be given to the food resources of the world including the part they play in the commerce of the world. During the second semester natural resources other than food will be studied, and their location, present utilization and potential importance will be stressed. The development of world trade routes and laws of trade will be discussed. |

LVC      EC  
48      46b

**Industrial and Labor Relations**—The course includes an evaluation of the historical development of the union movement and the collective bargaining process. A study is made of union-management relationships and procedures for the alleviation of tension, alternatives to force, and the role of government participation and control for the realization of industrial peace.

## EDUCATION

20      10b      **Introduction to Education**—An introduction to the field of education through the study of the American educational system, the place of the school in society, the training and function of the teacher.

—      14b      **Teaching of Reading**—This course includes aims, materials and methods of teaching reading. Work-type, as well as recreatory and supplementary reading procedures, are studied. Projects, activity units, and demonstrations are used to supply worthwhile experiences. Diagnosis of reading difficulties is followed by a study of remedial measures. Basic and supplementary textbooks are evaluated.

—      37b      **Curriculum in Science**—This course is a study of many of the fundamental facts, principles and laws that every prospective teacher should know in order to understand and interpret nature study, health, and geography, so that he may be able to make this work applicable to the everyday life of the child. This gives the child an acquaintance with the materials that are part of his environment.

45      32b      **Visual and Sensory Techniques** — Psychological bases for sensory aids; study and appraisal of various aids; use of apparatus; sources of equipment and supplies. Laboratory fee of four dollars.

## ENGLISH

<b>LVC</b>	<b>EC</b>	
<b>10ab</b>	<b>10ab</b>	<b>Composition</b> —A study of the fundamentals of effective English through their practical application in oral and written themes, through class discussion, and through individual conferences.
<b>21a</b>	<b>31a</b>	<b>American Literature: From the Beginnings to the Civil War</b> —An attempt, through the study of native authors, to see in perspective the evolving American mind; to observe how Puritanism, the Cavalier spirit, and the Romantic Movement have contributed to making us what we are; and to understand the spiritual resources of which we are the heirs.
<b>21b</b>	<b>—</b>	<b>American Literature: From the Civil War to the Present Day.</b>
<b>22</b>	<b>38a</b>	<b>Speech</b> —This is a study of effective speaking before groups of various types. Emphasis will be placed upon the correction of speech defects, proper articulation, poise, and interpretative reading of both prose and poetry. Drill in parliamentary procedure, speaking from notes, and preparing papers.

## FRENCH

<b>1</b>	<b>10ab</b>	<b>Elementary French</b> —This course is intended for those who begin French in college.
<b>10</b>	<b>20ab</b>	<b>First Year College French</b> —Continuation of high school French or of Elementary French, listed above.

## GERMAN

<b>1</b>	<b>10ab</b>	<b>Elementary German.</b>
<b>10</b>	<b>20ab</b>	<b>Modern German Literature.</b>

## HISTORY

- |             |            |  |
|-------------|------------|--|
| LVC<br>10   | EC<br>10ab | <b>History of Civilization</b> —This course is a brief survey of the major civilizations from ancient times to the beginning of the modern period. Social, cultural, religious, political and economic aspects are considered.   |
| 24ab        | 30ab       | <b>Political and Social History of the United States and Pennsylvania</b> —A survey of American History from the earliest settlements to the Truman Administration. Special attention is given to the history of the colony and state of Pennsylvania. This course is designed to fulfill the state requirements for United States and Pennsylvania history.   |
| G.Ed.<br>32 | 43b        | <b>Contemporary World History</b> —This course is designed to acquaint the student with the general conditions and problems of the period from 1914 to the present. Special emphasis is placed in North America and Europe; a less detailed study is made of South America, the Pacific area, Asia and Africa. Political and economic aspects of recent history provide the fundamentals of this survey. |

## MATHEMATICS

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|----|-----|--|
| —  | 10a | <b>Basic Mathematics</b> —This course is designed for students who do not have the necessary secondary school work in mathematics or those who need review in such areas, and covers the basic principles of all the courses which should be offered as prerequisites for college algebra. This course cannot be used as credit toward a major in mathematics. |
| 13 | 11a | <b>College Algebra</b> —This is a fundamental course in mathematics and should be elected by all freshmen planning to take additional courses in mathematics or physics.   |

LVC      EC  
14      12b

**Trigonometry**—After a study of the usual topics of plane trigonometry, the essentials of spherical trigonometry will be covered. This course is advised for all freshmen planning to take additional courses in mathematics or physics.

Prerequisite: Plane Geometry and Algebra.

### PHILOSOPHY

30      42b      **Ethics**—An inquiry into the major theories on the nature of the good and the good life for man; examination of the problems of moral relativism and moral freedom; and discussion of the practical problems of morality as they are encountered in personal, political, and economic life.

31      —      **Philosophy of Religion** — The purpose of this course is to inquire into the validity of religious knowledge, as evidence is available from the realms of nature, moral experience, aesthetic experience, religious experience, and history. The difficulties involved in religious belief are examined, with the aim of arriving at an adequate religious viewpoint.

### POLITICAL SCIENCE

10ab      42b      **American Government**—This course is a survey of the political institutions of the United States with special emphasis on the national government, but with some consideration of Pennsylvania state and local government.

21      44a      **International Relations**—This course is designed to acquaint the student with the major factors which influence the relationships of national states today with special emphasis on the more important international organizations presently at work in the world.

## PSYCHOLOGY

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|-------------------------|--------------------------|--|
| <b>LVC</b><br><b>20</b> | <b>EC</b><br><b>10ab</b> | <p><b>General Psychology</b>—A beginning course in general psychology, designed to acquaint the student with the fundamental psychological principles and their application in daily life.</p> <p style="padding-left: 40px;">Lectures and discussions.</p>  |
| <b>23</b>               | <b>30a</b>               | <p><b>Educational Psychology</b>—A psychological study of the nature of the learner and the nature of the learning process. The course includes such topics as individual differences, motivation, emotion, and transfer of training.</p> <p style="padding-left: 40px;">Prerequisite: General Psychology.</p> |

## RELIGION

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|-------------|------------|--|
| <b>10ab</b> | <b>—</b>   | <p><b>Introduction to English Bible</b>—An appreciative and historical survey of the literature of the Old and New Testaments.</p>           |
| <b>32</b>   | <b>30a</b> | <p><b>The Teachings of Jesus</b>—This course attempts an intensive study of the religious concepts of Jesus as set forth in the Gospels.</p> |

## SOCIOLOGY

- |           |            |   |
|-----------|------------|---|
| <b>20</b> | <b>10b</b> | <p><b>Introduction to Sociology</b>—This is the study of culture, social change, and social institutions. This is a prerequisite for all other sociology courses.</p> |
| <b>22</b> | <b>43b</b> | <p><b>The Family</b>—The chief problems center in courtship and marriage adjustments, husband-wife types, marriage prediction scales, and parent-child relations.</p> |

## SPANISH

- |           |             |  |
|-----------|-------------|--|
| <b>1</b>  | <b>10ab</b> | <p><b>Elementary Spanish</b>—This course is intended for those who begin Spanish in college.</p>                     |
| <b>10</b> | <b>20ab</b> | <p><b>First Year College Spanish</b>—Continuation of high school Spanish or of Elementary Spanish, listed above.</p> |

U.S. History 100 a  
Spanish

lectures Riley - Monday

Sept 24

Sept 25

~~Spanish~~

Psych 37

Calculus

Psych 20

Engl 10

Hist 10

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200